

-68KM2-

INTERSERVICE
CYTOTECHNOLOGY
PROGRAM (ICP)

APPLICATION PROCESS

- APPLICATION SUBMISSION
- PREREQUISITES
- DA 4187
- TRANSCRIPTS
- LETTERS OF RECOMMENDATION
- ERB
- SOURCES OF INFORMATION
- HUMAN RESOURCE COMMAND (HRC)
CONTACT INFORMATION

SUBMISSION

- Submit all packets to Human Resource Command (HRC) — (see DA 4187 for addresses)
 - HRC will forward all packets to the ICP for evaluation
 - Any Soldiers that DO NOT meet all of the requirements will be informed of what they are lacking for acceptance.
 - Soldiers that meet all the requirements will be informed by HRC of their class date.
- NOTE: ICP does NOT slot students.

PREREQUISITES

■ Military requirements

- **PMOS** – 68K with at least 2 years experience in the MOS
- **Rank** – SGT & SSG only; SSGs must have less than 2 years Time In Grade (TIG) on graduation day (no waivers)
- **ETS Date** – upon graduation date, all Soldiers must have a Service Remaining Requirement (SRR) of 29 months (minimum)
- **PUHLES Score** – the minimum physical profile is: 323222. Applicants will be checked for normal color vision when they report to the ICP. Any color deficiencies will result in immediate dismissal from the course.
 - **Recommendation**: get color vision checked prior to applying

PREREQUISITES cntd'

- **College requirements** (semester hours)
 - 20 hrs of Biological Sciences (68K MLT training meets this prereq)
 - 8 hrs of Chemistry (68K MLT training meets this prereq)
 - 12 hrs of Social Sciences
 - 6 hrs of Humanities
 - 3 hrs of College Algebra or higher
 - 6 hrs of English Composition

EXAMPLE – DA 4187

1. See Your PAC Section for assistance
2. Box 1 & 3 ("THRU" and "FROM" addresses) – they are **EXAMPLES ONLY**
3. Box 2 ("TO" address) – this is the **CORRECT** address
4. Boxes 4, 5, 6 – your info
5. Box 8 – as marked
6. Section IV – should have similar verbiage. Make sure all enclosures are listed.
7. Box 11 – as marked
8. Boxes 12, 13, 14 – ensure they are filled in

Copy 1		Circle the appropriate copy designator Copy 2		Copy 3	Copy 4
PERSONNEL ACTION					
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER					
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
AUTHORITY:		Title 5, Section 3012; Title 10, USC, E.O. 9397.			
PRINCIPAL PURPOSE:		Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).			
ROUTINE USES:		To initiate the processing of a personnel action being requested by the soldier.			
DISCLOSURE:		Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.			
1. THRU (Include ZIP Code) CDR, USAG Attn: MCHD-CSM 1520 Freedman Drive Ft Detrick, MD 21702		2. TO (Include ZIP Code) CDR, HRC Attn: ACHRC-EPT-H 2462 Eisenhower Avenue Alexandria, VA 22321-0457		3. FROM (Include ZIP Code) CDR, Medical Company, USAMRIID Attn: MCMR-UIZ-C 1520 Freedman Drive Ft Detrick, MD 21702	
SECTION I - PERSONAL IDENTIFICATION					
4. NAME (Last, First, MI) Your Info		5. GRADE OR RANK/PMOS/AOC Your Info		6. SOCIAL SECURITY NUMBER 111-11-1111	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)					
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____					
SECTION III - REQUEST FOR PERSONNEL ACTION					
8. I request the following action: (Check as appropriate)					
<input checked="" type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Card	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Separate Rations	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Change of Name/SSN/DOB	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members				
9. SIGNATURE OF SOLDIER (When required)				10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)					
1. Request to attend the ASI M2 Cytology course at Fort Sam Houston, TX.					
2. Soldier understands that if he does not have sufficient time remaining to meet the obligation, the Soldier will be required to reenlist or extend his/her current contract of enlistment, IAW Ch 3, AR 601-280 upon notification of acceptance for training.					
3. Soldier has been counseled as to the attendance of a service school, IAW 614-200 and meets the standards IAW AR 600-9.					
4. Soldier is fully qualified IAW DA PAM 611-21.					
Encls: 1. Letters of Recommendation (3) 2. ERB 3. Transcripts - George Washington University 4. Transcripts - Frederick Community College					
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL					
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -					
<input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED					
12. COMMANDER/AUTHORIZED REPRESENTATIVE		13. SIGNATURE		14. DATE (YYYYMMDD)	

TRANSCRIPTS

- Transcripts can be copies and/or unofficial copies for application to the ICP.
- College transcripts, CLEP, Regeants, & DANTES are acceptable.
- ACE recommendation/transcripts are NOT acceptable.

TRANSCRIPTS cntd'

- Transfer credits

- Transcripts that contain credits transferred from one college to another are not acceptable.

- The ICP staff must have transcripts from all colleges and must be able to verify letter grades. Transfer credits from one school to another do not indicate the letter grade and are therefore not acceptable. (see example on next slide)

- Exception – if credits have already been transferred and accepted by The George Washington University, transcripts with letter grades will not be necessary.

ICP – Example Transcript Evaluation

1. All transcripts from each school attended must be submitted.
2. Prerequisite course work is **NOT** waiverable.

FREDERICK COMMUNITY COLLEGE
FREDERICK, MARYLAND 21701

All transcripts from EACH school must be submitted. Transfer credits will **NOT** be accepted for course prerequisites. For this transcript, we would need his/her CLEP & GWU transcripts. ACE recommendations are not accepted.

UNDERGRADUATE TRANSCRIPT

ID: _____
DOB: _____
Transcript of: **01/05/2007**

TRANSFER CREDIT

Army American Council Educ. pr. 15.9 Pts. & Date: 5/1/04 3.00	
CLEP General Exam pr. 10.1 Pts. & Date: 5/1/04 3.00	
George Washington University GAD 1.1 Credit: Unofficial 3.00	
GAD 1.2 Transcripts 3.00	
Total Transfer Credits:	12.00

2004 Fall: 9/28/2004 - 12/18/2004					
UGED ASSOC General Studies - AA					
CORE	200		GPA	3.0	3.0
ENGL	General English I		GPA	3.0	3.0
ENGL	General English II		GPA	3.0	3.0
ENGL	General English III		GPA	3.0	3.0
ENGL	General English IV		GPA	3.0	3.0
ENGL	General English V		GPA	3.0	3.0
ENGL	General English VI		GPA	3.0	3.0
ENGL	General English VII		GPA	3.0	3.0
ENGL	General English VIII		GPA	3.0	3.0
ENGL	General English IX		GPA	3.0	3.0
ENGL	General English X		GPA	3.0	3.0
ENGL	General English XI		GPA	3.0	3.0
ENGL	General English XII		GPA	3.0	3.0
ENGL	General English XIII		GPA	3.0	3.0
ENGL	General English XIV		GPA	3.0	3.0
ENGL	General English XV		GPA	3.0	3.0
ENGL	General English XVI		GPA	3.0	3.0
ENGL	General English XVII		GPA	3.0	3.0
ENGL	General English XVIII		GPA	3.0	3.0
ENGL	General English XIX		GPA	3.0	3.0
ENGL	General English XX		GPA	3.0	3.0
ENGL	General English XXI		GPA	3.0	3.0
ENGL	General English XXII		GPA	3.0	3.0
ENGL	General English XXIII		GPA	3.0	3.0
ENGL	General English XXIV		GPA	3.0	3.0
ENGL	General English XXV		GPA	3.0	3.0
ENGL	General English XXVI		GPA	3.0	3.0
ENGL	General English XXVII		GPA	3.0	3.0
ENGL	General English XXVIII		GPA	3.0	3.0
ENGL	General English XXIX		GPA	3.0	3.0
ENGL	General English XXX		GPA	3.0	3.0
ENGL	General English XXXI		GPA	3.0	3.0
ENGL	General English XXXII		GPA	3.0	3.0
ENGL	General English XXXIII		GPA	3.0	3.0
ENGL	General English XXXIV		GPA	3.0	3.0
ENGL	General English XXXV		GPA	3.0	3.0
ENGL	General English XXXVI		GPA	3.0	3.0
ENGL	General English XXXVII		GPA	3.0	3.0
ENGL	General English XXXVIII		GPA	3.0	3.0
ENGL	General English XXXIX		GPA	3.0	3.0
ENGL	General English XL		GPA	3.0	3.0
ENGL	General English XLI		GPA	3.0	3.0
ENGL	General English XLII		GPA	3.0	3.0
ENGL	General English XLIII		GPA	3.0	3.0
ENGL	General English XLIV		GPA	3.0	3.0
ENGL	General English XLV		GPA	3.0	3.0
ENGL	General English XLVI		GPA	3.0	3.0
ENGL	General English XLVII		GPA	3.0	3.0
ENGL	General English XLVIII		GPA	3.0	3.0
ENGL	General English XLIX		GPA	3.0	3.0
ENGL	General English L		GPA	3.0	3.0
ENGL	General English LI		GPA	3.0	3.0
ENGL	General English LII		GPA	3.0	3.0
ENGL	General English LIII		GPA	3.0	3.0
ENGL	General English LIV		GPA	3.0	3.0
ENGL	General English LV		GPA	3.0	3.0
ENGL	General English LVI		GPA	3.0	3.0
ENGL	General English LVII		GPA	3.0	3.0
ENGL	General English LVIII		GPA	3.0	3.0
ENGL	General English LIX		GPA	3.0	3.0
ENGL	General English LX		GPA	3.0	3.0
ENGL	General English LXI		GPA	3.0	3.0
ENGL	General English LXII		GPA	3.0	3.0
ENGL	General English LXIII		GPA		

ICP – Example Transcript Evaluation

- Another example of transfer credits that would not be accepted. However, since this is a GWU transcript and they have already accepted the credits, the official transcripts would not be needed.

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

OFFICE OF THE REGISTRAR

SSN :
GWID :
Sex : Birth:

Date Issued: 10-NOV-2007
Page: 1

Record of:

Student Level: Undergraduate
Admit Term: Spring 1998
Re-Admit Term: Summer 1998

Current College(s): School of Med & Health Sc
Current Major(s): Health Science Lab. Technology

Degree Awarded: Undergraduate Certificate 17-MAY-1997
Major: Health Science Lab. Technology

Degree Awarded: Associate in Science 31-AUG-1998
Major: Health Science Lab. Technology

ADVANCED STANDING POSTED TO THE RECORD
REFLECTS THAT COURSE WORK TAKEN AT OTHER
INSTITUTIONS WHICH APPLIES TO THE DEGREE
PROGRAM.

SUBJ NO	COURSE TITLE	CRED	GRD	PTS
Spring 1997				
PATH 011	Clinical Laboratory Rotation I	10.00	A	40.00
Ehrs	10.00	GPA-Hrs	10.00	Pts
CUM	60.00	GPA-Hrs	60.00	Pts
Good Standing				
Summer 1998				
School of Med & Health Sc				
Health Science Lab. Technology				
UNIV 992	Continuous Enrollment	0.00	CE	0.00
Ehrs	0.00	GPA-Hrs	0.00	Pts
CUM	60.00	GPA-Hrs	60.00	Pts
Good Standing				
***** TRANSRIPT TOTALS *****				
Earned Hrs GPA Hrs Points GPA				
TOTAL INSTITUTION	60.00	60.00	181.60	3.03
TOTAL TRANSFER	12.00	0.00	0.00	0.00
OVERALL	72.00	60.00	181.60	3.03
***** END OF DOCUMENT *****				

TRANSFER CREDIT ACCEPTED:

April 1998 College Level Examination Prog
ENGL 010 Comp:Language As 3.00 TR
Communication
ENGL 011 Comp:Language & Arts & 3.00 TR
Science
Transfer Hrs: 6.00

August 1997 College Level Examination Prog
MA 103 College Algebra 3.00 TR
Transfer Hrs: 3.00

Spring 1997 Hopkinsville Community College
SOC 005 Introduction to Sociology 3.00 TR
Transfer Hrs: 3.00
Total Transfer Hrs: 12.00

GEORGE WASHINGTON UNIVERSITY CREDITS:

Spring 1998
School of Med & Health Sc
Health Science Lab. Technology

PATH 042 Chemistry And Urinalysis 14.00 B 42.00
PATH 043 Hematology 7.00 B 21.00
Ehrs 21.00 GPA-Hrs 21.00 Pts 63.00 GPA 3.00
CUM 21.00 GPA-Hrs 21.00 Pts 63.00 GPA 3.00

Summer 1998

PATH 055 Clin Microbiology/Immunoserol 12.00 C+ 37.60
PATH 060 Immunohematology 7.00 B 21.00
Ehrs 19.00 GPA-Hrs 19.00 Pts 48.60 GPA 2.55
CUM 40.00 GPA-Hrs 40.00 Pts 111.60 GPA 2.70

Fall 1998

PATH 070 Clinical Laboratory Rotation 10.00 B 30.00
Ehrs 10.00 GPA-Hrs 10.00 Pts 30.00 GPA 3.00
CUM 50.00 GPA-Hrs 50.00 Pts 141.60 GPA 2.83

***** CONTINUED ON NEXT COLUMN *****

OFFICIAL TRANSCRIPTS BEAR THE UNIVERSITY SEAL, AND THE REGISTRAR'S SIGNATURE.
TRANSCRIPT GUIDE PRINTED ON REVERSE
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COLORED SIGNATURE AND SEAL
Edmundson
UNIVERSITY REGISTRAR

Another example of prerequisite course work that would **NOT** be accepted. This applicant would have to submit CLEP & Hopkinsville CC transcripts.

TRANSCRIPTS cntd'

- Official transcripts will only be needed if the applicant is accepted into the ICP.
- **Recommendation:** do **NOT** waste money on official transcripts until you have been notified of acceptance by HRC.

LETTERS OF RECOMMENDATION

- A minimum of 2, no more than 4 is preferred.

ERB

- The ERB will be evaluated to ensure all applicants meet the military requirements outlined on Slide #4.
 - Recommendation - submit the most current and up to date.

ERB Evaluation

1. **Rank**
 - a. **ALL SGTs** regardless of TIG are eligible
 - b. **SSGs** cannot have more than 2 yrs TIG on graduation date
2. **PMOS**
 - a. **MUST** be a 68K with 2 yrs in the MOS upon start date
3. **ETS DATE**
 - a. **MUST** have 29 months remaining upon graduation date
4. **PULHES Score**
 - a. **MUST** have a minimum of 323222

The following areas will be checked.

1. Rank: if SSG, DOR will be checked
2. PMOS: to include # of years
3. ETS date
4. PULHES score

[illegible]

Time as a 68K will be determined from the time you reported to your first unit (student status does not count) to the date of the ERB (located at the top left corner of the page).

SOURCES OF INFORMATION

- ATRRS website:
<https://atrrs.army.mil> – This is the **ONLY** Official website for course information.
 - Click on “Course Catalog” (yellow column on right side)
 - In the block titled “Course Number” type: 311-M2
 - Click the search key at the bottom of the page.

SOURCES OF INFORMATION

cntd'

- AMEDDC&S Website –
<http://www.dcss.cs.amedd.army.mil/>
 - Click on "Cytology"
- Note: ATRRS website is the **ONLY** official website

HRC CONTACT

- Proponent NCO
 - SFC Raymond Cardenas (as of 20 May 2008)
 - Phone # - Commercial – (703) 325-0206
DSN prefix – 221
 - Fax # - (703) 325-6402
 - E-mail –
raymond.cardenas@conus.army.mil